

## Petty Cash Receipt

This **petty cash receipt** documents employee travel expenses, ensuring accurate reimbursement and financial tracking. It provides a detailed record of incurred costs related to transportation, meals, and lodging during business trips. Utilizing this receipt helps maintain transparency and accountability in expense management.

**Receipt No.:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Business Purpose:** \_\_\_\_\_

Date	Description	Type	Amount (USD)
____ / ____ / ____	Flight ticket	Transportation	_____
____ / ____ / ____	Hotel accommodation	Lodging	_____
____ / ____ / ____	Lunch with client	Meals	_____
Total			_____

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Approver Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Attach original receipts and submit to the finance department for processing.*